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SUBPART 101-11.5 MICROFILMING

§ 101-11.500 Scope.

This subpart contains (1) information and procedures pertaining to the furnishing of microfilming services to Federal agencies by the National Archives and Records Service, ^{GSA,} ~~General Services Administration~~, (2) standards for making ^{photographic or microphotographic} microfilm reproductions of permanent records in order to dispose of the originals, (3) standards for storing processed microfilm ^{of permanent records} and ^{authorized for disposal,} (4) procedures for obtaining authorization to destroy permanent records which have been microfilmed.

§ 101-11.501 Authority.

As provided for in 44 U.S.C. ^(2103, 2105, and) 3302, the Administrator of General Services is authorized to (1) establish, maintain, and operate centralized micro-

filming services for Federal agencies, (2) establish standards for the reproduction of permanent records, ^{with a view to the disposal of the} ~~which will permit disposal of the~~ ^{original records,} original records, by photographic or microphotographic processes, and

(3) establish standards for the storage of processed microfilm of permanent records which have been ^{authorized for disposal} ~~destroyed~~.

§ 101-11.502 Services available.

The ^{following} microfilming services ^{of} ~~provided by~~ the National Archives and Records Service ^{are available.} include (1) the ^{furnishing} ~~dissemination~~ of information on current uses of microfilm, on new microfilm techniques, and ^{on} ~~developments~~ in this field, (2) the provision of technical advice and assistance on microfilm programs ^{in order to} ~~promoting~~ programs to preserve records, reduce volume, provide security copies, make duplicate copies, or improve information

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retrieval systems, and (3) the operation of ^{a central} reimbursable microfilming service, including the preparation, indexing, and filming of records, inspection of film, and the labeling of film containers. Agencies in ^{the Washington metropolitan area and elsewhere:}

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GSA Region, desiring any of these services should contact the appropriate regional office, General Services Administration, National Archives and Records Service. ~~In the Washington metropolitan area, the Washington National Records Center should be contacted.~~

§ 101-11.503 Standards for filming permanent records with destruction of originals.

§ 101-11.503-1 Records preparation.

The integrity of the original records which are to be authorized for destruction shall be preserved on the copies, so that the microfilm copies shall be adequate substitutes for the original records in serving the purposes for which such records were created or maintained. More specifically, the term "integrity of the records" is defined to mean:

(a) That the copies will be so arranged, identified, and indexed that an individual document or component of a record series can be located with reasonable facility, and

(b) That the copies will contain all significant record detail shown on the originals.

§ 101-11.503-2 Film stock.

The film stock used in making photographic or microphotographic copies of permanent records shall comply with ^{the latest revision of} Federal Standard No. 125a.

*title 7
standard?*

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*used in making photographic or microphotographic
copies of permanent records*

§ 101-11.503-3 Processing requirements.

The film shall be so processed that, after processing, it shall contain not more than 0.001 mg. of ⁵ ~~sodium~~ *residual processing chemicals* sulphate per square inch of film. Agencies wishing to determine whether processed film meets this requirement may submit samples of their processed film measuring 2 square inches each, to the General Services Administration, National Archives and Records Service, Washington, D.C. 20408, for testing. A charge of \$3 will be made for each sample tested.

*1 microgram
per sq. cm
5 micrograms
per sq. in*

§ 101-11.504 Standards for archival microfilm used in reference.

photographic or microphotographic Master copies shall not be used for ~~daily~~ *of permanent records* reference purposes. (Diaz or) ^{these purposes} positive film copies are recommended for ~~daily use~~. If, however, the master copies are used, the film shall be sufficiently warmed and reconditioned as prescribed under Section 101-11.505-4. Whenever an agency finds that the original photographic or microphotographic negative or master reproducing copy of permanently valuable records is deteriorating or will deteriorate, the agency shall make a duplicate copy for its own use, if necessary, and shall deposit the original photographic negative or master reproducing copy with the National Archives.

§ 101-11.505 Standards for storage of archival microfilm.

§ 101-11.505-1 Reels and cores.

Microfilm in roll form shall be wound on cores, or on reels of the type specified in USA Standard Dimensions for 100-foot Reels for Processed 16mm and 35mm Microfilm, PH5.6-1961, or the latest revision

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thereof approved by the USASI, Incorporated. The materials used for the cores or reels shall be noncorroding, such as plastic compounds or nonferrous metals. The use of steel for reels is permissible provided the reels are well protected by lacquer, enamel, tinning, or other corrosion-resistant finish. Plastics and lacquers which might give off reactive fumes or exudations during storage shall not be used. The plastic materials must be free of peroxides. Paper bands and rubber bands for confining film on reels or cores shall not be used. The materials used shall not ignite, decompose, or develop reactive fumes and vapors, and shall not injure the film as a result of melting or distortion, ~~when subjected to temperatures up to 300°F. for 4 hours.~~

§ 101-11.505-2 Storage containers.

Closed containers, preferably metal, shall be used for archival storage in a controlled environment. Open containers, such as folding cartons, are permissible only where it can be demonstrated that the container material has no adverse effect on the film over long storage periods. Sealed containers shall be used where needed to maintain archival humidity limits to protect the film against gaseous impurities.

§ 101-11.505-3 Storage rooms.

Agencies retaining master microfilm copies of archival records shall provide a vault or a fire proof room separated from offices or working areas. *No flammable materials should be stored in the area.* For full protection against exposure to fire and associated hazards, fire-resistive safes or insulated containers shall be placed

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within fire-resistive vaults or rooms constructed in accordance with recommendations of the National Fire Protection Association in their publication NFPA 232, Protection of Records, 1967.

§ 101-11.505-4 Environmental conditions.

*Pushed?
for what?* The relative humidity shall not exceed 40 percent R.H. Temperatures shall not exceed 70°F. Rapid cycling of humidity or temperature should be avoided. Where inactivity of an archival film permits, protection may be increased by conditioning and sealing the film at a lower relative humidity and/or storing the film at a lower temperature. The film shall be sufficiently warmed and reconditioned before use to avoid any possible brittleness in handling. Approximately 0.05 inches of water, *pressure above atmospheric pressure* shall be maintained within the room or vault, and also in the film inspection area, by means of an independent air conditioning system.

§ 101-11.505-5 Control of air conditioning.

*before
what?* Air conditioning shall be kept under sufficient control to meet the standards for temperature and humidity, as specified in Section 101-11.505-4. Dehumidifiers using desiccants should not be used. With circulating air, they create a danger of abrasive or reactive dust particles settling on the film. Humidification *before* is not necessary, unless the prevailing storage relative humidity is under 15 percent for long periods of time. Water trays or saturated chemical solutions should not be used because of serious danger of overhumidification.

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§ 101-11.505-6 Protection against air-entrained impurities.

Solid particles, which may abrade the film or react on the image, shall be cleaned from air supplied to storage housings, or storage associated room containing microfilm. An acceptable test for mechanical filters is the National Bureau of Standards test method for air filters.

§ 101-11.505-7 Gaseous impurities.

Gaseous impurities such as sulfur dioxide, hydrogen sulfide, and others which may cause deterioration of the base of the image shall be removed from the air. Microfilm shall not be stored with nitrate base film in the same room or in rooms connected by ventilating ducts because gases given off by decomposing nitrate film will damage or destroy the ^{film base} image on safety film records.

§ 101-11.505-8 Microfilm inspection.

At approximately 2-year intervals, ^{a one percent sample of randomly} ~~an adequate number of properly~~ selected ^{reels} ~~lot~~ samples of film shall be inspected. For each biennial inspection, a different lot sample should be chosen, giving some overlap inspection to note any changes in previously inspected samples.

§ 101-11.506 Destruction of records.

Authority to dispose of the original permanent records which have been filmed must be obtained in accordance with Subpart 101-11.4 of the FPMR. Federal agencies proposing to preserve permanently valuable records on microfilm shall request authority to dispose of the originals before the reproduction project is undertaken. The request for authority on Standard Form 115 should include a certification as follows: "This

*Should be
this be
under
101-11.4
also?*

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certifies that the records described on this form will be microfilmed, used, and stored in accordance with the standards set forth in the FPMR, Subpart 101-11.5, Sections _____. Whenever the above storage requirements cannot be provided, the master film copies will be transferred to the National Archives and Records Service."

§ 101-11.507 Temporary records.

Agencies microfilming non-permanent records to be held 10 years or more should apply the standards set forth above for microfilming and storing permanent records as a means of insuring availability of information for the period of time required.